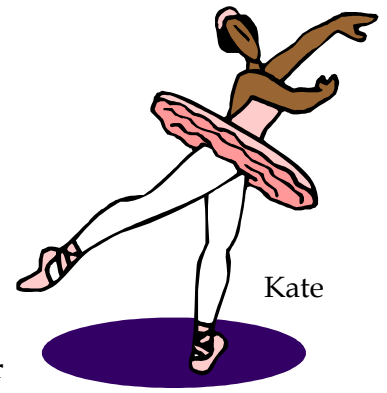


Dance Studio Part 1

Assignment #13



The following worksheet contains information on enrollment and income for Jones Dance Studio.

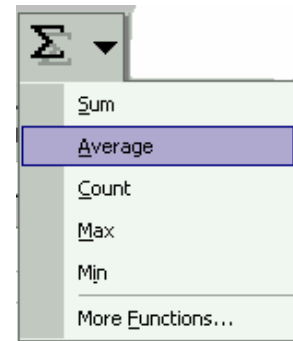
1. Create the following worksheet. Save it as **Dance Studio 1 xx**. Remember to insert your footer.

	A	B	C	D	E	F	
1	Kate Jones Dance Studio						
2	Class	Section 1	Section 2	Section 3	Section 4	Section 5	
3	Ballet 1	15	18	12	14	16	
4	Ballet 2	14	12	16	11		
5	Ballet 3	6	8	5			
6	Jazz 1	16	18	12	15	19	
7	Jazz 2	10	12	13			
8	Tap	21	16	18			
9	Preschool	15	18				
10							

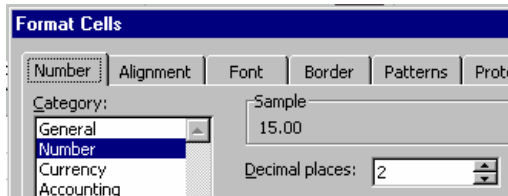
2. Insert a blank row between **row 1** and **row 2**.
3. Insert a blank column between **column A** and **column B**. The new blank column will contain the fee for each of the classes.
4. In cell **B3** enter **Fee**.
5. Enter the following costs in the cells indicated

B4	45
B5	50
B6	65
B7	40
B8	40
B9	45
B10	35
6. Format the prices in cells **B4:B10** as Currency with 2 decimal places.
7. In cell **H3** enter **Total Students**. In cell **I3** enter **Average Students**. In **J3** enter **Total Income**.
8. Wrap the text in cells **H3:J3**.
9. Format the heading **Kate Jones Dance Studio** so that it is in Poster Bodoni BT, 14 pt.
10. Merge and center the title across cells **A1:J1**.
11. In cells **H4:H10** enter a formula that calculates the total number of students enrolled in each type of class.
12. In cells **I4:I10**, you will use a *function* to calculate the average size of each type of class. A *function* is a special formula that calculates more complicated mathematics. Fortunately, Excel will do the mathematical calculations, but you need to tell Excel what it needs to work with. To calculate the average size of each type of class, you will need to use the AVERAGE function. Here's how:
 - a. Click on cell **I4**.
 - b. Now choose the drop-down menu by the AutoSum button (see picture). Choose Average.

- c. Excel scans the worksheet for the appropriate data, but it will probably choose the wrong data. Highlight the range inside the function's parentheses. Select the range **C4:G4** by dragging your mouse over those cells.
- d. Press Enter.
- e. A little green triangle on the side of the cell is a warning from Excel that you didn't use the range it recommends, but you can ignore that, because you know better than Excel.
- f. Fill down the function to the rest of column I.



13. Format the numbers in column **I** so that they have two decimal places.
Format>Cells>Number tab>**Category: Number** and **Decimal places: 2**.



14. In cells **J4:J10**, enter a formula to calculate the amount of income Kate gets for each class. (*Hint: Total Students times Fee*)
15. In cell **A12** enter **Total** in bold.
16. In cell **J12** enter a formula to determine the total amount of income for all classes.
17. Make sure that the values in columns **B** and **J** are formatted as currency with two decimal places.
18. Change the text in cell **J12** in blue type. Place a double bottom border on cell **J12**.
19. Right align cells **B3:J3**. Leave cell A3 left aligned.
20. Bold the cells **A3:J3**. Expand column widths as necessary so all data appears.
21. Format the spreadsheet to print in landscape orientation and center the worksheet horizontally and vertically.
22. Save and print your spreadsheet.
23. Check the answer key.



Dance Studio Part 2

Assignment #14



1. Open **Dance Studio 1 xx** from your H:\ drive.
2. Select the range **A4:A10** (class names) for the chart. This range will be the data labels for the chart.
3. Press and hold down the **Ctrl** key and select the range J4:J10 (total income). Release the control key. Your worksheet should look like this below:

	A	B	C	D	E	F	G	H	I	J
1	Kate Jones Dance Studio									
2										
3	Class	Fee	Section 1	Section 2	Section 3	Section 4	Section 5	Total Students	Average Students	Total Income
4	Ballet 1	\$45.00	15	18	12	14	16	75	15.00	\$3,375.00
5	Ballet 2	\$50.00	14	12	16	11		53	13.25	\$2,650.00
6	Ballet 3	\$65.00	6	8	5			19	6.33	\$1,235.00
7	Jazz 1	\$40.00	16	18	12	15	19	80	16.00	\$3,200.00
8	Jazz 2	\$40.00	10	12	13			35	11.67	\$1,400.00
9	Tap	\$45.00	21	16	18			55	18.33	\$2,475.00
10	Preschool	\$35.00	15	18				33	16.50	\$1,155.00
11										
12	Total									\$15,490.00

4. Now you will use the selected ranges to create an exploded pie chart. Click on the Chart Wizard button. (See picture at right.)
5. Choose the PIE chart type and then select the exploded pie chart (first chart on the second row).
6. Click Next.
7. Click Next again.
8. For the chart title, type in **Kate Jones Income Chart**.
9. Click on the **Legend** tab. Take away the check from **Show Legend** to take away the check. We do NOT want the legend to show.
10. Click on the **Data Labels** tab. Click on the check boxes to show the **Category Name** and the **Percentage**.
11. Click Next.
12. Save **as a New Sheet** named Kate Jones Pie Chart. (See picture at right).
13. Press Finish.
14. Edit the title by changing the font to bold, italic, and 14 point.
15. Insert your footer.
16. Add a border to your chart. Select your chart (little black boxes should appear around the corners of the chart). Format>Selected Chart Area>Patterns tab>Border>Automatic.
17. Resave and print the chart.

